



U.S. Small Business
Administration

National Small Business Week

Portland District Office 2020 Award Nominations Guide

Deadline for Submission: 12:00 p.m. PT, January 7, 2020

Additional NSBW information: www.sba.gov/nsbw

District award winners will be recognized at the annual SBA Portland District Small Business Awards Luncheon held in Portland during National Small Business Week, May 3-9, 2020

In recognition of the small business community's contribution to the American economy, the President of the United States designates one week each year as National Small Business Week. This year it will be May 3-9, 2020.

We are always looking for great candidates for our awards. Individuals may self-nominate, or if you are with an organization that assists small businesses in the U.S., you may submit nominations! But choose carefully - individuals may not be nominated for more than one award category. If you are an SBA employee, you cannot submit nominations.

The SBA Portland District Office invites you to nominate a local small business and/or individual or organization to be considered for recognition for one of the following awards:

State Awards – Winners in these categories will move forward to compete for regional and/or national recognition on behalf of Oregon state:

- Small Business Person of the Year

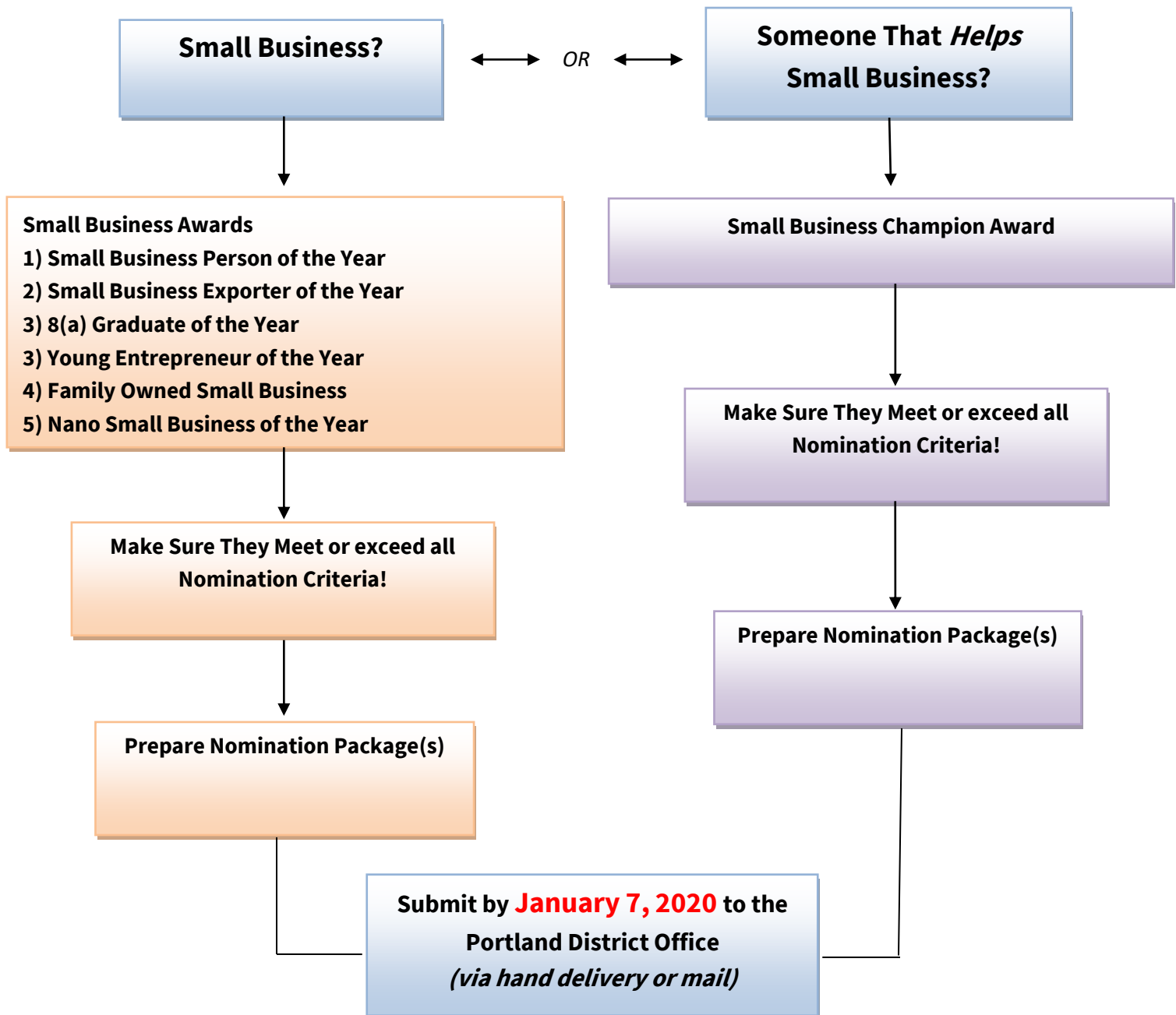
District Awards – Winners from Oregon and Southwest Washington in these categories will be recognized at the annual small business awards gala in Portland:

- Small Business Exporter of the Year
- 8(a) Graduate of the Year
- Young Entrepreneur of the Year -

- Family-Owned Business of the Year
- Nano Business of the Year

Champion Award – The winner in this category advocates and supports small businesses and will be recognized at the annual small business awards luncheon in Portland.

How Does the Nomination Process Work?



General Eligibility Requirements (excluding the Small Business Champion award)

Who is eligible to be nominated for small business week awards?

Nominees for small business week awards must meet both of the following eligibility requirements. Consult your nearest SBA district office if you have questions.

- 1) Any legal resident of the United States or its Territories who owns and operates or who bears principal responsibility for operating a small business for a minimum of three years* prior to being nominated may be nominated. Partners who jointly own and operate a small business may be nominated as a “team” so long as the number of individuals in the team nomination does not exceed four (4); **and**
- 2) Individuals who have received at least one type of SBA assistance such as, but not limited to, an SBA loan, SCORE counseling, Small Business Development Center (SBDC) assistance, Veteran’s Business Outreach Center (VBOC) assistance, Women’s Business Center (WBC) assistance, government contracting assistance, disaster assistance, Emerging Leaders Initiative, or Boots to Business training.

Who is NOT eligible to be nominated for small business week awards?

- 1) Individuals or teams who have received the award for which they are being nominated for at the State level within the past three years;
- 2) Elected officials;
- 3) Individuals or teams who own or operate a business defined as “other than small” (i.e. large businesses) for its primary industry under the applicable SBA size standards; or
- 4) Individuals or firms who are currently suspended or debarred by the Federal government.

Who may submit nominations for small business week awards?

- 1) Individuals or organizations dedicated to the support of the small business

community in the United States such as trade and professional associations and business organizations, may nominate small businesses owners who meet eligibility requirements for awards.

2) Individuals (business owners) may self-nominate.

What information must the nomination package contain? Nominations must contain the information below. Incomplete nomination packages will not be considered.

- 1) A completed nomination form.
 - a. [Small Business Person of the Year \(SBA Form 3301\)](#)
 - b. [Small Business Exporter of the Year \(SBA Form 3302\)](#)
 - c. [8\(a\) Graduate of the Year \(SBA Form 3309\)](#)
 - d. [Young Entrepreneur of the Year \(SBA Form 3315\)](#)
 - e. [Family-Owned Small Business of the Year \(SBA Form 3315\)](#)
 - f. [Nano Small Business of the Year \(SBA Form 3315\)](#)
 - g. [Small Business Champion \(SBA Form 3315\)](#)
- 2) A completed [Award Nomination Background Form \(SBA Form 3300\)](#) For “team” nominations, a background form is required for each team member.
- 3) An original 8” x 10” or 5” x 7” photo of the nominee or a digital photo – at least 300 dpi; photocopies are not acceptable. For “team” nominations, a group photo is acceptable.
- 4) [SBA Release of Materials Form](#)
- 5) The nominee’s financial performance (*Please use this format in answering question 12 on SBA Form 3315*)

Financial Summary			
Year	2016	2017	2018
Number of Employees			
Total Sales			
Net Profit (Before Tax)			
Total Assets			

- 6) Additional supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination (supporting documentation must not exceed 10 pages). Videos will not be considered.

How are the Winners Chosen?

The winners will be selected at the district level by a panel of judges. District winners will be announced during National Small Business Week.

Where/When to Submit:

By **January 9, 2019** by mail or in-person to (*Electronic nominations are not accepted, sorry!*):

SBA Portland District Office
620 SW Main Street
Suite 313
Portland, OR 97205

Need More Info?

Please contact: **Sean Wilson** at sean.wilson@sba.gov or (503) 326-7251.

Small Business Award Criteria

Small Business Person of the Year

This award honors the nominees with the **best overall success in business** as well as contributions to their local communities. Nominees should be **principal owner for three years** and have received **one type of SBA assistance**, i.e. SBA loan, SCORE counseling, Small Business Development Center (SBDC) assistance, Veteran's Business Outreach Center (VBOC) assistance, Women's Business Center (WBC), Emerging Leaders.

1. Staying power — a substantiated history as an established business; including but not limited to expansion, addition of territories, growth in square footage occupied, or exporting;
2. Growth in number of employees — Increases over the three years;
3. Increase in sales, net profit, and net worth for the three prior calendar years, that is, 2015, 2016 and 2017;
4. Response to adversity — examples of problems faced in the nominee's business and the methods used to solve them; and
5. Contributions to community-oriented projects — evidence of the use of personal time and resources towards community-oriented projects.

Small Business Exporter of the Year

Significantly increased export sales and profits, encouraging other firms to export, increased jobs through exports, and innovative methods of creating markets. Nominees should and have **received one type of SBA assistance**.

1. Increased sales, profits and/or growth of employment because of exporting. Clearly articulate what exporting has meant to the company (e.g. exports as a percentage of sales, jobs created by exporting, etc.);
2. Creative overseas marketing strategies, exporting history, and current export markets;
3. Effective solutions to export-related problems, including trade financing, payment, and currency issues, market-entry and logistical challenges, cultural differences, etc.;
4. Demonstrated encouragement of other small businesses to export and/or volunteer assistance to other small businesses entering the export market; and
5. Effective use of Federal and/or State government trade promotion or financing programs.

8(a) Graduate of the Year

SBA will make the 8(a) Graduate of the Year Award to a formerly certified 8(a) Business Development Program participant that has graduated from the 8(a) Program for at least one year as of April 1, 2019. The firm does not have to currently be a small business.

In evaluating the nomination packages, the judges will look at the following criteria:

- 1) Management
 - a. Overall Qualifications/Expertise of Management
 - b. Customer Interface (Customer Engagement)
 - c. Response to adversities, obstacles, etc. to achieve the present level of success
- 2) Exceptional Results/Special Achievements
 - a. Deliverables in line with or exceeding contract requirements
 - b. Exceptional past performance record; and description of exceptional results and/or delivery performance that makes this company a valued product/service provider
 - c. Awards and Recognition
- 3) Cost Performance
 - a. Financial Stability and Credit Worthiness
 - b. Value Engineering Change Proposals (Performance Adjustments)
 - c. Increase in sales, net profit and net worth Growth in full-time employees
- 4) Innovation
 - a. Specific description of innovation or unique/superior product or service

- b. Explanation of how the product or service fills a niche or technical need not being adequately addressed by the competition
- 5) Economic engagement of the disadvantaged community
- a. Use of minority firms as suppliers, subcontractors, etc.
 - b. Noted recruitment and employment of socially disadvantaged personnel
 - c. Participation in community projects and charitable affairs

Young Entrepreneur of the Year

To be considered a young entrepreneur, the individual must serve as a majority owner and operate or bear principal responsibility for operating a small business with a three year track record, and who will not have reached the age of 30 by June 1, 2020. Nominees should and have **received one type of SBA assistance**.

- 1. Evidence of success as measured by sales and profits.
- 2. Increased employment opportunities created by the nominee's business.
- 3. Development and/or utilization of innovative or creative business methods.
- 4. Demonstrated entrepreneurial potential necessary for long-term business success and economic growth.

Family-Owned Small Business of the Year

This award honors a family-owned and operated business which has been passed on from one generation to the next. The owner must also serve as a majority owner and operator or bear principal responsibility for operating a small business with **at least a 15-year track record**. Nominees should and have **received one type of SBA assistance**.

- 1. Evidence of success as measured by sales and profits.
- 2. Increased employment opportunities for family members and non-family members for the nominee's business.
- 3. Demonstrated potential necessary for long-term business success and economic growth.
- 4. Voluntary efforts to strengthen family-owned businesses within the community.

Nano-Business of the Year

This award recognizes up and coming start-ups that display excellent potential for future growth. A business with five or less employees; operating for at least one year that is growing rapidly and poised for even more significant growth in the future.

- 1. Individual(s) must own and operate business with evidence of success as measured by sales and profits and potential for further growth.

2. Evidence of success as measured by sales and profits.
3. Increased employment opportunities created by the nominee's business.
4. Development and/or utilization of innovative or creative business methods.
5. Demonstrated entrepreneurial potential necessary for long-term business success and economic growth.

Small Business Champion

An individual who has fulfilled a commitment to the advancement of small business opportunities. Nominees may or may not be small business owners.

1. Demonstrated efforts to improve conditions in the small business community as a whole, not solely for individual personal advancement.
2. Demonstrated accomplishments in advising small business groups of opportunities within the overall business community.
3. Volunteer efforts beyond business/professional responsibilities to advance small business interests within the community, state and/or nation.
4. Volunteer efforts to provide professional services to the small business community in a legal, legislative, managerial or financial capacity.
5. Other accomplishments demonstrating the nominee's merit as an effective advocate for small business interests.